



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-3, Discontinuance of the Manual Log System (MANLOG) Application and Replacement with the Web-based Special Payroll Processing System (SPPS Web)

Date: January 13, 2005

To: Holders of the Payroll/Personnel Manual
Personnel Users Group

This bulletin announces the discontinuance of the Manual Log System (MANLOG) application, a feature of the Document Tracking System External (DOTSE) application. MANLOG has been replaced by the Web-based Special Payroll Processing System (SPPS Web) application for transmitting manual payments and adjustments to the National Finance Center (NFC) for processing. Even though MANLOG is being discontinued as an entry system, it will be converted to a *read-only system* for agencies to inquire and view manual payment and adjustment information.

About SPPS Web

SPPS Web is an internet-based application used to establish, update, query, retrieve, and delete manual payment and adjustment transactions.

SPPS Web will allow agencies to:

- Transmit manual payment and adjustment information to NFC for processing.
- Eliminate the submission of the hard copy Form AD-343, Payroll Action Request, to NFC for the requests for action that are to be manually processed.
- Reduce the number of phone inquiries by having direct access to information about a specific transaction.

When To Use SPPS Web

SPPS Web is not a replacement for the normal processing of payment and adjustment actions in the automated system. Agencies should continue to process payment and adjustment actions in the automated system, if possible.

Effective with the processing of transactions for Pay Period 04, February 20, 2005, agencies must use SPPS Web to transmit manual payments and adjustments to NFC for processing. However, SPPS Web should not be used to pay or adjust actions with unique situations that must be paid manually. These payments/adjustments include:

- Reimbursable agreements with attached list of employees.
- Payments requiring backup, such as leave buy back cases, prior to conversion data.
- Terminated employees who are currently in the NFC's Payroll/Personnel System database and a previous agency's payroll/personnel system.

- Transactions that cannot be entered in the automated system, but requires Form AD-343 for administrative billings and collections.
 - Child support
 - Levies
 - Commercial garnishments
 - Military deposits
 - Travel debts

SPPS Web Training

Any agency not currently using SPPS Web who **requires formal training** should refer to the SPPS training schedule located on the NFC home page (www.nfc.usda.gov). Click the **Quick Starts** drop-down arrow to display the drop-down list. Select **Training Catalog** and click **Go**. At the Training Catalog main menu, click **Schedules** to display the list of courses scheduled. Please refer all SPPS Web training questions to the Payroll Operations Branch at **504-426-1528**.

Security Access

Users must have an authorized NFC user ID and an SPPS Web password to access SPPS Web. If you do not have a user ID and password, you should contact your agency's NFC security officer. Your security administrator should specify the level of restriction for each user (i.e., access to enter, approve, certify, etc.).

Online Publications

The SPPS Web procedure is available online at the NFC Web site. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Acronym/Name**, and select **SPPS Web** from the list provided.

Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about SPPS Web to the Payroll Operations Branch at **504-255-4630**.



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